

# Kentucky Agricultural Relief Effort: Reporting Detail Form Instructions



## ***Deadlines for Reports***

**Detail Reports** and **Summary Sheet** must be completed and forwarded to this office no later than 6-months after the execution date of the legal agreement. Detail reports are to be submitted every 6-months until completion of the program (K.A.R.E. programs are 18-month programs)

## ***1. Program Information***

**County** – Enter the county for which this program was administered.

**Application Number** – This number can be found on the letter that accompanied the legal agreement and the first disbursement of funds. The number format is A200X-XXXX.

**Reporting Period** – Choose 6-month, 12-months or 18-months from the drop-down box.

**Year** – Enter the year for this report.

## ***2. Producer Information***

**First Name** – First name of cost-share recipient.

**Last Name** – Last name of cost-share recipient.

**Social Security Number**<sup>1</sup> – Enter the Social Security Number or Tax Identification Number for the cost-share recipient.

**Farm Serial Number (FSN)** – The unique number assigned to the recipient's farm. Enter the three digit county number and the four digit farm number (e.g. 001-1234).

## ***3. Program Type & Description of Funding***

Select from the drop-down box and type a description of the cost-share Items.

## ***4. Project Totals***

**Total Producer Contribution** – Enter the amount the producer contributed to the program.

**Total Cost-share Awarded** – Enter the amount of cost-share awarded to the producer.

**Total Project Cost** – If you are using Excel, then this column should automatically tabulate the total amount of the program.

## ***5. Miscellaneous***

**Check Number** – Enter the number of the check used to disburse funds to this producer. The total cost-share awarded should equal the amount on the check. If multiple reimbursements were made, then enter each on a separate line.

**Comments** – Mainly for GOAP use, but can be used if special information about a recipient needs to be conveyed by the program administrator.

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<sup>1</sup> The reporting of both the **Social Security Number/Tax Identification Number** and the **Farm Serial Number** are required for participation in this program. Producers should sign the *Producer Certification Form*, stating that they understand that this information must be given to the Agricultural Development Board for participation in this program.